

~~SECRET~~
SECURITY INFORMATION

7 July, 1952

MEMORANDUM

TO : Chief, Classification and Wage Administration Division

VIA : OSO/Personnel

FROM : SR/Admin

SUBJECT : Request for the Reclassification of Headquarters
Position #997

1. It is requested that the subject Position #997 be re-classified from Intelligence Clerk at GS-5 to Intelligence Assistant at GS-7. The job description of the duties involved are as follows:

Incumbent coordinates and advises operational branches on appropriate map coverage of USSR for operations and obtains same thru established channels. Supports operational branches in the current requirements and initiates new geographical projects to support operations where coverage is inadequate for SR Mission. Maintains an exceptionally large map collection for use in planning, reports dissemination and evaluation and as a ready stock pile for current and future field requirements. Consults with specialists in other geographical components of the agency to insure up-to-date coverage. In charge of the specialized microfilming for the SR division where security is involved and in cases of high priority. Maintains current cataloguing system keyed to that of CIA map library and indices of Army Map Service productions, and those of foreign mapping services. Receives and reviews all accessions in the mapping field, and production status of Agencies currently producing cartography on USSR. Issues data pertinent to the operational and support mission, i. e., current listing of SR city plans with descriptive key; advises components of SR on action to be taken in all phases of map and geographical support; maps interpretation and aid to SR personnel in location of geographic points; advises components of SR on photo reproduction and special devices; reviews new reproduction apparatus for possible SR use. Orders reference material on USSR geography for ready use in SR. Receives and reviews all new U. S. Gov't production status reports to procure map coverage of Sr interest before publication if necessary or as soon after as practicable.

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